**Communicable Disease Epidemiology
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Public Health
Seattle & King County

How to Access the Public Health Communicable Disease Reporting Network

Thank you for participating in Public Health's School Absenteeism Reporting System. The new web-based reporting system is fast, easy to use, and takes only a few moments. Again this year, we are asking all schools to report their school's absenteeism each week **even if the level of absenteeism does not exceed 10%.**

The following are instructions on how to access the reporting site. From this site you will be able to register your school and report your school's absenteeism for the week. You will only need to *register* your school one time, but we ask that you *report* your school's absenteeism one time each week. If your school's absenteeism exceeds 10% on a Wednesday and stays elevated for the rest of the week, you will only need to report absenteeism on Wednesday. If your school's absenteeism does not exceed 10% then you will only need to report on Friday of that week.

To Register Your School

1. Click on **http://app.sgizmo.com/users/19205/logins.xls** or type this address into your internet browser to find your school's login ID. This web address is case sensitive. Each school has been assigned a unique ID that will be used for login purposes. Scroll down the list and find your school login ID. This will be your login ID that you will use to register your school *and* to report weekly absenteeism. Please make sure you are using the correct login ID.
2. If your school is not on the list please send an email to **replycd@kingcounty.gov** with your name, the name of your school, and school district.
   **If you are responsible for reporting for more than one school you will need to use a separate ID number for each school.
3. Click on **http://publichealth.register.sgizmo.com/** or type this address into your internet browser. This will take you to the school registration page. You will only need to register your school one time.
4. At the login screen enter your school's login ID (as described above) and follow the step-by-step instructions to complete the registration process.
5. After you have completed your registration you will receive an email with the web address for reporting weekly absenteeism. You will use your login ID number each time you report absenteeism for your school.

To Report Absenteeism

1. Click on the web address http://publichealth.reportabsenteeism.sgizmo.com, or enter this address into your browser (this is the same web address that you received via email after registering your school).
2. Enter your login ID (as described above). Follow the step-by-step instructions to complete your reporting for the week. You may report for up to 5 weeks per login session.

If you have any problems or questions about registering your school or reporting absenteeism, please contact Public Health at replycd@kingcounty.gov**,** or for more immediate assistance call 206-296-4774.